

Revision Log

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QP-5.18, R0, Readiness Planning and Review for Nuclear Environmental Sites

Contents

1.0	PURPOSE	6
2.0	SCOPE	6
3.0	TRAINING	6
4.0	DEFINITIONS	7
5.0	RESPONSIBLE PERSONNEL	8
6.0	PROCEDURE	8
7.0	LESSONS LEARNED	12
8.0	RECORDS	12
9.0	REFERENCES	12
10.0	ATTACHMENTS	14
	Attachment A Readiness Planning and Review Checklist Completion Instructions	15
	Attachment B Readiness Planning and Review Checklist	25
	Attachment C Readiness Planning and Review Meeting Attendance List	31

Acronyms and Abbreviations

AOC	area of concern
AR	Administrative Requirement
ARC	Activity Review Committee
DO	Division Office
DOE	U.S. Department of Energy
ECO	Ecology Group
ECR	Environmental Characterization and Remediation Group
ENV	Environmental Stewardship Division
EPA	U.S. Environmental Protection Agency
ERS	Environmental Remediation and Surveillance Program
FTA	facility-tenant agreement
H&S	health and safety
HASP	health and safety plan
HSR	Health, Safety, and Radiation Protection Division
IMP	implementation plan
IWD	integrated work document
JHA	job hazard analysis
LANL	Los Alamos National Laboratory
LASO	Department of Energy Los Alamos Site Office
LIG	Laboratory Implementation Guidance
LIR	Laboratory Implementation Requirements
LPR	Laboratory Performance Requirements
MAQ	Meteorology and Air Quality Group
MSA	management self assessment
n/a	not applicable
NCB	NEPA, Cultural Resources, and Biological Resources
NES	Nuclear Environmental Site
NEPA	National Environmental Policy Act
NESHAP	National Emission Standards for Hazardous Air Pollutant
NMED	New Mexico Environment Department
NNSA	National Nuclear Security Administration
NPDES	National Pollutant Discharge Elimination System
PL	project leader
QII	quality integration and improvement
QMP	quality management plan
QP	quality procedure
QPPL	quality program project leader
QSL	qualified suppliers list
RAD	radiological
RCRA	Resource Conservation and Recovery Act
RDL	Responsible Division Leader
RFI	RCRA facility investigation
RPF	Records Processing Facility

SAP	sampling and analysis plan
SMO	Sample Management Office
SOP	standard operating procedure
SSHASP	site-specific health and safety plan
SWMU	solid waste management unit
SWPPP	Storm Water Pollution Prevention Plan
SWRC	Solid Waste Regulatory Compliance Group
TL	team leader
USQ	unreviewed safety question
WCSF	Waste Characterization Strategy Form
WMC	Waste Management Coordinator
WQH	Water Quality and Hydrology Group

Readiness Planning and Review

1.0 PURPOSE

This quality procedure (QP) for Nuclear Environmental Sites (NESs) states the responsibilities and describes the process for identifying, sequencing, and scheduling all applicable and relevant activities and logistics associated with fieldwork to ensure compliance with applicable Los Alamos National Laboratory, local, state, and Federal procedural requirements, standards, and regulations, including those of the Laboratory's Environmental Stewardship Division—Environmental Characterization and Remediation Group (ENV-ECR) regarding quality, health, safety, security and the environment. The readiness review process described in this procedure is to ensure compliance to identified requirements, to document consensus that fieldwork may proceed, and to ensure that the associated activities are closed or scheduled appropriately.

2.0 SCOPE

- 2.1 All **Participants** shall implement this mandatory QP when preparing for and conducting readiness reviews prior to fieldwork on all NESs for ENV-ECR.
- 2.2 **Participants** shall use the process described in this QP as a planning tool to prepare for fieldwork, as well as to ensure compliance to all identified requirements, and to gain consensus that key preparatory activities are complete and fieldwork may proceed.
- 2.3 This procedure meets the requirements and intent of management self assessment (MSA), as defined in Laboratory Implementation Requirement (LIR) 300-00-08, "Startup/Restart of Laboratory Facilities/Activities," and as applicable to routine Environmental Remediation and Surveillance Program (ERS) work. Work that falls outside the scope of NES work, such as activities falling outside of a nuclear hazard category of 2 or 3 (or nonnuclear hazard category of A or B, as defined in LIR 300-00-05, "Facility Hazard Categorization,") must meet the alternate requirements of LIR 300-00-08 and QP-5.3, "Readiness Review and Planning for non-Nuclear Environmental Sites."

3.0 TRAINING

- 3.1 **Participants** shall train to (e.g., read and/or live) and use the current version of this QP; contact the author of this QP if the text is unclear.
- 3.2 **Participants** shall document training to this procedure in accordance with QP-2.2, "Personnel Training Management."

- 3.3 The responsible **Project Leader (PL)** shall monitor the proper implementation of this procedure for their assigned work and activities.
- 3.4 The responsible **Team Leader (TL)** shall ensure that the appropriate personnel complete all applicable training assignments as per QP-2.2 "Personnel Training Management."

4.0 DEFINITIONS

- 4.1 *Chairman*—a participant assigned the responsibility of implementing the requirements as addressed in this QP, and facilitating the readiness planning and review meeting. When required the Chairman is responsible for verifying the completion of the readiness planning review process by signing Block 14 of Attachment B, Readiness Planning and Review Checklist.
- 4.2 *Non-Nuclear Environmental Sites*—an environmental site not categorized as a nuclear hazard category 2 or 3, or categorized as a non-nuclear hazard category of A or B, as defined in LIR 300-00-05, "Facility Hazard Categorization."
- 4.3 *Nuclear Environmental Sites*—an environmental site categorized as a nuclear hazard category 2 or 3 as defined in LIR 300-00-05, "Facility Hazard Categorization."
- 4.4 *Objective Evidence*—any documented statement of fact, other information or record, either quantitative or qualitative, pertaining to the quality of an item, sample, or activity based on measurements, tests, or observations that can be verified. It may be an email, a memo, or copies of documentation specific to the activity or item.
- 4.5 *Participant*—an inclusive term for any University of California/staff augmentation employee, deployed worker, or subcontractor, inclusive of PLs, TLs, and project personnel, who participates in activities conducted as part of, or on behalf of, ENV-ERS/ECR.
- 4.6 *Project leader*—the primary person in charge of the identified fieldwork for UC, captive, and deployed personnel. A participant who is responsible for the identified fieldwork and for ensuring that the assigned Readiness Planning and Review Chairman properly prepared for, scheduled a readiness planning, and review meeting in accordance with this QP.
- 4.7 *Readiness Planning and Review Checklist*—an itemized guide for verifying compliance to identified requirements and to obtain a consensus of readiness to commence fieldwork.
- 4.8 *SWRC Representative*—a participant representing the Solid Waste Regulatory Compliance Group (SWRC).

- 4.9 *Sample Management Office (SMO) Lead*—a participant of the SMO responsible for ensuring all applicable sample collection logs and field chain-of-custody forms necessary for the planned sampling event(s) are generated and available. The SMO Lead is also responsible for notifying and scheduling the radiological (RAD) counting laboratory when the services of the RAD laboratory are required.
- 4.10 *Team Leader*—the primary person in charge of a team responsible for ensuring a scope of work and its work elements in ENV-ECR.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Chairman
- Communications and Outreach Specialist
- Participants
- Project Leader
- Quality Program Project Leader
- Quality Specialist
- Responsible Line Manager
- SWRC Representative
- Safety Basis Reviewer
- Sample Management Office Lead
- Team Leader
- Training Specialist

6.0 PROCEDURE

6.1 Determine the Need for a Readiness Planning and Review Meeting

6.1.1 The **PL** shall determine the need for a meeting if one or more of the criteria listed below are determined to apply:

- Fieldwork activities require assessment for hazards and other vulnerabilities (e.g., environmental, radiological, mission importance, cost/benefit, worker/public safety, and/or security).
- The formality and documentation rigor is such that it requires the involvement of other organizations (e.g., the New Mexico Environment Department [NMED], the Environmental Protection Agency [EPA], LANL Health, Safety, and Radiation Protection

Division [HSR], ENV-ECR Quality Integration and Improvement [QII] Quality Specialist) for review and approval.

- Changes in work activities, expectations, hazards, tenants, and/or facility conditions that could affect the operating parameters or requirements need formal identification and assessment.
- 48 CFR (DEARA) 970.2303-2(a) “requirement to confirm readiness for operations to be initiated and conducted is established and agreed upon” applies.
- Required compliance to LA-UR-98-2837, “Integrated Safety Management Description Document, Rev 3, Section 6.1, Confirming Readiness,”(located at Official Documents inside Los Alamos National Laboratory) and LIR 300-00-01, “Safe Work Practices.”

6.1.2 If one of the criteria from above is applicable, perform readiness planning

Note: The **PL, designee** or **Chairman** shall not schedule a readiness planning and review meeting if Sections 6.2, 6.3, and 6.4 requirements have not been completed.

These responsible personnel shall take into consideration those activities that require sufficient lead-time for development, review, and approval (e.g., permits and requirements identification [PR ID], site-specific health and safety plan [SSHASP], integrated work document [IWD], excavation permits, readiness review, and applicable plans).

6.2 Perform Readiness Planning

6.2.1 The **PL, designee**, or **Chairman** shall complete the ENV-ECR Activity Review Committee (ARC) Activity Request Form. The Activity Request Form is found in the ARC Charter located on the ENV-ECR Internal Home Page.

6.2.2 The **PL, designee**, or **Chairman** shall provide a briefing of the proposed activity to the ARC. The purpose of the meeting is to familiarize the ARC members regarding the project and proposed schedule for completing the activity. To be placed on the agenda for the ARC, please follow the steps in the ARC Charter. The ARC will ensure the unreviewed safety question (USQ), the facility-tenant agreement (FTA), and the facility safeguards and security plan reviews are complete.

- 6.2.3 The **PL, designee, or Chairman** shall provide the ENV-ECR QII Quality Specialist representative an approved copy of applicable statement of work, applicable plans, and information identifying procedures used by field personnel.
- 6.2.3.1 The **PL and Quality Specialist** will verify that the procedures that will be used are current and not expired.
- 6.2.4 The **PL, designee, or Chairman** shall provide the field team and the SMO Lead a copy of the Sampling and Analysis Plan.
- 6.2.5 The **PL, designee, or Chairman** shall provide the Communications and Outreach Specialist with information that identifies the proposed fieldwork. The Communications and Outreach Specialist will use this information to develop a press release or to inform, as necessary, Los Alamos County, non-Department of Energy (DOE) property owners, and the public.
- 6.2.6 The **PL, designee, or Chairman** shall schedule a tabletop analysis with the Training Specialist to develop a training plan matrix. The PL shall ensure that subject matter experts, scope of work, all applicable plans along with a list of employees is available for the meeting.
- 6.2.7 The **PL, designee, or Chairman** shall give the SWRC Representative a copy of the approved work plan, a copy of the approval letter from the NMED, the Waste Characterization Strategy Form (WCSF), and applicable scope of work. Also, provide comments on the PR ID and excavation permit reviews if applicable to the SWRC Representative.
- 6.2.8 The **PL, designee, or Chairman** shall collect required documentation identified in the Readiness Planning and Review Checklist and make it available for the Readiness Planning and Review Meeting.
- 6.3 Perform Assigned Tasks
- 6.3.1 The **PL, designee, or Chairman** shall complete the Readiness Planning and Review Checklist.
- Note: The Readiness Planning and Review Checklist Completion Instructions are provided in Attachment A and are required to be performed as part of this procedure.
- 6.3.2 The **PL, designee, or Chairman** shall put together the Readiness Review files. All documentation shall be available at the Readiness Review Meeting for any participant to verify.

Examples of items in the Readiness Review File include the following:

- Copies of training and qualifications documents
- PR ID
- Memos to file

6.3.3 The PL or designee shall notify the NMED, the DOE/National Nuclear Security Administration Los Alamos Site Office (LASO) and/or the EPA at least fifteen calendar days before the start of sampling activities.

6.4 Notify attendees of Readiness Planning and Review Meeting

The **PL, designee** or **Chairman** shall notify appropriate individuals listed in the notifications section of the readiness review checklist and any appropriate individuals determined by the PL, or Chairman of the location, date, and time of the readiness planning and review meeting. If possible, notify attendees at least one week prior to the scheduled meeting.

6.5 Conduct the Readiness Planning and Review Meeting

The **PL, designee, or Chairman**, shall chair the Readiness Planning and Review Meeting:

- 6.5.1 Circulate a Readiness Planning and Review Meeting Attendance List and ensure that attendees sign (see Attachment C).
- 6.5.2 Provide attendees a brief overview of the project.
- 6.5.3 Provide each meeting attendee with a copy of a Readiness Planning and Review Checklist that demonstrates appropriate and required information.
- 6.5.4 Review the Readiness Planning and Review Checklist (Attachment B) and obtain the appropriate information from the meeting attendees for verifying the completion of assigned tasks (i.e., sign the completed checklist).
 - 6.5.4.1 Verification shall be accomplished by reviewing all applicable information (e.g., permits, waste management documents, training completion) and by the responsible participants entering a signature in the applicable Readiness Planning and Review Checklist block (see Attachment B).

6.5.5 Upon the completion of the checklist, the **PL** shall have the, PL, designee, or Chairman; the Quality Specialist, the SMO Lead; the Training Specialist, the SWRC Representative, the Safety Basis Reviewer and the Responsible Line Manager sign the checklist.

Note: Fieldwork shall not begin until all applicable sections of the checklist are satisfied and signed off by the responsible PL, or designee, the assigned Quality Specialist, the SMO Lead, the assigned Training Specialist, the SWRC Representative, the Safety Basis Reviewer, and the Responsible Line Manager.

Note: Training for personnel arriving to do work on any ENV-ECR site after the readiness review will be performed per QP-2.2, "Personnel Training Management."

7.0 LESSONS LEARNED

- 7.1 Before performing work described in this QP, **participants** should go to the DOE Lessons Learned Information Services home page, located at <http://www.tis.eh.doe.gov/II/II.html>, and/or to the LANL Lessons Learned Resources web page at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.
- 7.2 During work performance and/or after the completion of work activities, **participants**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at http://www.lanl.gov/projects/lessons_learned/.

8.0 RECORDS

The **PL, or designee**, and/or **Chairman** shall submit the following records to the Records Processing Facility (RPF), in accordance with QP-4.4, "Record Transmittal to the Records Processing Facility":

- The completed Readiness Planning and Review Checklist and all supporting documentation
- The completed Readiness Planning and Review Meeting Attendance List

9.0 REFERENCES

To implement this QP properly, **participants** should become familiar with the references used to develop this QP. Contents of the following documents, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- ENV-ECR ARC Charter

- ENV-ECR Quality Management Plan
- ENV-ECR QP-2.1, "Personnel Qualification and Selection Process"
- ENV-ECR QP-2.2, "Personnel Training Management"
- ENV-ECR QP-3.5, "Peer Review Process"
- ENV-ECR QP-4.4, "Record Transmittal to the Records Processing Facility"
- ENV-ECR QP-4.5, "Document Control"
- ENV-ECR QP-5.4, "Obtaining Access Agreements for Non-DOE-Owned Property"
- ENV-ECR QP-5.12, "Integrating Work with Other Organizations"
- ENV-ECR QP-5.18, "Readiness Review and Planning for Nuclear Environmental Sites"
- ENV-ECR Standard Operating Procedure (SOP) 01.10, "Waste Characterization"
- ENV-ECR SOP-01.03, "Handling, Packaging and Transporting Field Samples"
- ENV-ECR SOP-01.04, "Sample Control and Field Documentation"
- ENV-ECR SOP-01.06, "Management of Environmental Restoration Project Wastes"

Note: Director's Instruction, Notices, ISM Description Document and LIRs may be found at <http://int.lanl.gov/documents>.

- LA-UR-98-2837, "Integrated Safety Management Description Document," Section 6.1, Confirming Readiness
- Director's Instruction 04-004, "Integrated Work Management – Interim Process"
- Site Wide Welding Operations Notice 0145 (LANL Engineering Standards Chapter 13- Welding)
- Implementation Plan 300-00-00, "Integrated Work Management for Work Activities"
- LIR 210-01-01, "Site and Project Planning"
- LIR 230-03-01.5, "Facility Management Work Control"
- LIR 300-00-05, "Facility Hazard Categorization"
- LIR 300-00-07, "Non-Nuclear Facility Safety Basis"
- LIR 310-00-00, "Conduct of Operations"
- LIR 402-880-01.0, "Soil Disturbance Permit Process"

- LIR 402-810-01.0, "Confined Spaces"
- LIR 402-701-02, "Radiological Access Control"
- LIR 404-30-02.0, "NEPA, Cultural Resources, and Biological Resources (NCB) Process"
- LIR 404-00-02.2, "General/Waste Management Requirements"
- LIR 404-10-01.1, "Air Quality Reviews"
- LIR 404-50-01.0, "Water Pollution Control"
- LIR 300-00-01, "Safe Work Practices"
- LANL OST 310-00-00, "Conduct of Operations"
- 48 CFR Department of Energy Acquisition Regulations (DEARA) 970.2303-2(a)
- Laboratory Standard 105-01.0, "Waste Management Coordinator Program"
- Administrative Requirement 8-4, "Welding, Cutting, and Other Spark-/Flame-Producing Operations"

10.0 ATTACHMENTS

Attachment A: Readiness Planning and Review Checklist Completion Instructions

Attachment B: Readiness Planning and Review Checklist

Attachment C: Readiness Planning and Review Meeting Attendance List

The **participants** using this QP may locate all forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

[Using a "CRYPTOCARD," click here to record "self-study" training to this procedure.](#)

If you do not possess a "CRYPTOCARD" or encounter problems, contact the ENV-ECR training specialist.

Attachment A

Readiness Planning and Review Checklist Completion Instructions

(Note: This tool is required to complete QP-5.18)

- Step 1 The **PL** or **designee**, shall develop a memorandum to the ENV/ECR Group Leader (e.g., documentation of a management self-assessment as the appropriate level of readiness review) to address facility hazard categorization and the applicable management self-assessment performed. Attach memorandum as cover to Readiness Planning and Review Checklist and place in the readiness review files.
- Step 2 Complete the following Readiness Planning and Review Checklist header items:
- Project Leader
 - Project Title
 - Readiness Planning and Review Meeting Date
 - Work Element
 - Provide a Description of the Field Activity
- Step 3 Complete Checklist Sections 1 through 13.

Note: Unless specifically identified in the Checklist Section, the responsible **PL**, **or designee**, and/or **Chairman** shall assign participants the following activities (e.g., Checklist Sections 1 through 13).

- Preparatory activities that require completion before any fieldwork begins are identified by entering an “A” (designating “applicable”) on a Readiness Planning and Review Checklist. Identify preparatory activities not applicable to the fieldwork with the label “n/a” (designating “not applicable”) or “D” for deferred.
- Assign each applicable preparatory activity by entering the names of Participants in the “Activity Assigned to” column.
- The responsible person verifies that the activity is complete by putting their name in the “Completed and Verified by” column (e.g., QII, SMO, training).
- The PL enters the date the activity was completed.

Note: Date Closed cannot be later than the date of the Readiness Review Meeting.

- Input notes, objective evidence or other information as needed in the Notes section.

1.0 General (Checklist Section 1)

- Enter Facility Hazard Categorization as required by LIR 300-00-05 in the Notes section.
- Enter level of laboratory readiness review (e.g., management self-assessment, laboratory readiness assessment) as required by LIR 300-00-08, in the Notes section.
- Ensure that the activity scope is defined and approved (e.g., SOW, Work Plan, installation work plan, IWD). Enter the objective evidence, date, and title in the Notes section.
- Ensure the plan has been submitted to NMED (if required) for review. Before conducting sampling, ensure the availability of an NMED-approved plan that addresses, as applicable, the site-specific sampling, core handling, and decontamination requirements. If NMED has not approved or otherwise provided a response to the submitted plan, the responsible PL shall determine if a “proceed-at-risk” process is warranted and approved. Enter objective evidence in the Notes section.
- Ensure that the applicable procedures are the correct revision and approved for issue in accordance with QP-4.5, “Document Control.”

Note: Fieldwork is not to proceed if procedures need revision and/or need to be developed.

(i–xi) Enter the unique identifier (e.g., ENV-ECR SOP 07.05), revision number, and effective date of the applicable procedures (use the space provided in Section 13 if more entries are necessary).

Note: Notify the ENV-ECR Quality Program Project Leader (QPPL) of the need for development or adoption of any procedures by Subcontractors in order to complete this task. New procedures need to be completed and adopted prior to the completion of the Readiness Planning and Review Checklist.

- Complete a Conduct of Operations Applicability Matrix in accordance with, LANL LIR 310-00-00, “Conduct of Operations” and Section 4.0 of LANL OST 310-00-00, “Conduct of Operations.” Attach Matrix to the Readiness Planning and Review Checklist.

Note: The Conduct of Operations Applicability Matrix and Instructions and Guidance may found at PS-2 Conduct of Operations web page. <http://ps.lanl.gov/ps2/excel/Conduct of Operations Applicability Matrix Template.xls>

2.0 Activity Authorization Request (Checklist Section 2)

- a) Prepare Activity Request Form and schedule a scoping meeting with the ARC in accordance with the ARC charter. The Activity Request Form is an ARC form to be completed prior to requesting approval to carry out the activity at an NES. The ARC must document approval of the request, before proceeding with the activity.

- b) USQ Process Applicability/Screen Performed.

Note: No changes to the approved field work plan can occur after approval of the Activity Request Form and USQ Applicability/Screening. If any changes are needed, submit a new Activity Request Form and obtain a new USQ Applicability/Screening on the activity.

3.0 Activity Requirements Determination (Checklist Section 3)

- a) Prepare an IWD. Enter document number in Notes section. The IWD covers not only worker safety, but also all other requirements that the people performing work must be aware of. The IWD is a very important document, but the process that is captured is the key. It is important that the process be followed in a manner that ensures that all steps are addressed.
- b) The level of readiness reviews for NES activity is determined by the Responsible Division Leader (RDL). The ENV-ECR Group Leader will make a recommendation to the RDL. The RDL or designee shall submit to DOE/NNSA LASO the Start-Up Notification Report. **(Note: The process may take extra time to complete—depending on the level of review required, it may involve independent reviewers and possibly a NNSA review team.)** Enter objective evidence in the Notes section.
- c) All activities proposed for NES shall be reviewed through the USQ process to ensure that the proposed activity is within the scope of the approved safety basis for the specific NES. Enter objective evidence in the Notes section.
- d) A start up plan may be required for activities that are not covered by a revised or new safety basis. **(Note: The process may take extra time to complete—one must have NNSA Safety Authorization Basis Team approval.)** If a start up plan is required, enter document number in the Notes section.
- e) Review facility tenant agreement to ensure that roles and responsibilities are clear. Revise as needed, working with the ENV-ECR Group Leader and the RDL. Enter objective evidence in the Notes section.
- f) Should a planned activity possibly increase some security vulnerability at an NES, an activity security plan shall be prepared to review and mitigate the vulnerability for the period when the specific activity is being performed. Enter objective evidence in the Notes section.

- g) Review facility safeguards and security plan to ensure that the planned activity does not require modification to authorized work activities at NESs. Enter objective evidence in the Notes section.
- h) Field activity is listed on the ENV-ERS plan of the week and the ENV Responsible Division Leader plan of the day.

4.0 Environmental and Cultural Protection (Checklist Section 4)

- a) Using LIR 210-01-01, Site and Project Planning to document, review and implement the PR ID process (i.e. to identify laws, regulations, and procedures that may need addressing for the field activity). Enter the PR ID number in the Notes section.

Note: Only significant changes to field activities (e.g., changing from surface sampling to drilling or encountering unexpected contaminants that were not addressed in the original questionnaire) require reinitiating the PR ID questionnaire process.

- b) If an environmental assessment is necessary, coordinate with LANL Ecology Group (ENV-ECO) personnel to conduct the assessment before starting fieldwork.
- c) Contact the LANL Environmental Stewardship Division–Water Quality and Hydrology Group (ENV-WQH) if a Storm Water Pollution Prevention Plan (SWPPP) needs preparation or update.
- d) Contact the LANL Environmental Stewardship Division–Meteorology and Air Quality Group (ENV-MAQ) if National Emission Standards for Hazardous Air Pollutant (NESHAP) are applicable.
- e) Contact ENV-WQH if the National Pollutant Discharge Elimination System (NPDES) is applicable.

5.0 Health and Safety (Checklist Section 5)

- a) Ensure that the Health and Safety Plan (HASP) requirements are approved for use in the SSHASP. Enter objective evidence in the Notes section.
- b) Ensure that the SSHASP has been approved. Enter SSHASP title in the Notes section.
- c) Ensure applicable subcontractor Health and Safety (H&S) Program is approved for use. Enter objective evidence in the Notes section.
- d) Ensure establishment of medical monitoring, if applicable. Enter objective evidence in the Notes section.
- e) Ensure an IWD and/or job hazard analysis (JHA) has been developed, reviewed, signed, and approved. Enter IWD number in the Notes section.
- f) Contact ENV-ECR to have the signed and approved IWD, JHA ID number and title (if applicable) and SSHASP on the ECR Webpage.

- g) Schedule H&S oversight visit to the field.

6.0 Waste Management (Checklist Section 6)

- a) Complete a Waste Characterization Strategy Form (WCSF) in accordance with SOP-01.10, Waste Characterization. Enter approved WCSF # and title in the Notes section.
- b) If on-site waste storage (including satellite accumulation and less-than-90-day accumulation) is necessary, notify LANL SWRC representative to establish an on-site waste-storage area before conducting fieldwork. Enter objective evidence in the Notes section.
- c) Assign a Waste Management Coordinator (WMC) to the activity in accordance with Section 7.0 of LS 105-01.0, "Waste Management Coordinator Program." Enter the name of the WMC, employer and phone number in the Notes section.
- d) Assign a Waste Generator to the activity. Enter the name of the Waste Generator in the Notes section.
- e) Ensure that all generated waste have a disposal path (see LIR 404-00-02.2, "General/Waste Management Requirements"). Enter objective evidence in the Notes section.
- f) If applicable, ensure approval for generating waste with no disposal path. Enter objective evidence in the Notes section. If n/a, enter "all waste generated has a disposal path."

7.0 Training (Checklist Section 7)

- a) Ensure that before conducting fieldwork, field team members, including personnel who conduct oversight activities, are trained in a manner appropriate to work performance as required in the SSHASP and IWD and QP-2.2, "Personnel Training Management." Enter objective evidence in the Notes section.

Note: Because SSHASP and IWD training may take place after the readiness planning and review meeting, but prior to any fieldwork being performed, the PL may elect to select "D" for deferring the activity and noting that the SSHASP and IWD training will be conducted and documented prior to the start of fieldwork.

Training in areas such as the following will be documented in the Notes section as appropriate:

- (i) Training to Laboratory documents such as LIRs, Laboratory Implementation Guidance (LIGs), and Laboratory Performance Requirements (LPRs) and ENV-ECR documents such as standard operating procedures (SOPs) and QPs, subcontractor quality program and applicable procedures.

- (ii) Site-specific training such as the Resource Conservation and Recovery Act (RCRA) (including the less-than-90-day storage area), RCRA Facility Investigation (RFI) work plan, site-specific work plan, and technical-area-specific procedures.
- (iii) Quality orientation and training in accordance with QP-2.2, "Personnel Training Management," is required of all participants including subcontractors working under the ENV-ECR Quality Management Plan (QMP).
- (iv) Site-access training in accordance with a specific technical area.
- (v) LANL Integrated Work Management training.

Note: Ensure that training requirements for support organizations are also up-to-date (e.g., WMC, Waste Generator, Radiation Control Technician).

- b) Copies of training documents need to be placed in the Records Processing Facility (RPF) per QP-4.4, "Records Transmittal to the Records Processing Facility." Enter objective evidence in the Notes section.

Note: Training for personnel arriving to do work on any ENV-ECR site after the readiness review will be performed per QP-2.2, "Personnel Training Management."

The PL may request assistance from the training specialist to verify training documentation for training records by submitting a written request and a site-specific training matrix for all personnel whose training is to be verified per QP-2.2, "Personnel Training Management."

8.0 Work Requests and Permits (Checklist Section 8)

- a) Fencing, if required; obtain work requests or service requests in accordance with LIR 230-03-01.5, "Facility Management Work Control," for fence work (e.g., fence cutting or fence repair) on Laboratory property. Enter objective evidence or Permit # in Notes section.
- b) Excavation or Fill: If an excavation or fill permit is needed, contact the Engineering Technical Coordinator in accordance with LIR 402-880-01.0, "Soil Disturbance Permit Process." Excavations require personnel to go into the web site <http://esh-id.lanl.gov/excavation/index.asp> and fill out an "Index of Excavation/Soil Disturbance Permit Request." HSR Division personnel review these requests.

For work in areas where the subsurface will be disturbed, ensure that on-site underground utilities (including Los Alamos County utilities on non-DOE property) such as gas, electric, cable, and telephone lines are located and marked. Enter objective evidence or Permit # in Notes section.

- c) Confined Space: If work is performed in a confined space, evaluate the confined space and, if required, obtain a confined-space work permit in

accordance with LIR 402-810-01.0, "Confined Spaces." Enter objective evidence or permit # in Notes section.

- d) Radiation: When radioactive material or contamination is identified at the site, obtain a radiological work permit in accordance with LIR 402-701-02, "Radiological Access Control." Enter objective evidence or permit # in Notes section.
- e) Spark/Flame Production: When welding, cutting, and or using other spark- or flame-producing equipment or operations are required, obtain a burn/hot work permit in accordance with Administrative Requirement 8-4, "Welding, Cutting, and Other Spark-/Flame-Producing Operations." For example, engines such as chain saws, generators, and other potential spark-producing equipment require the safe work permit. Enter objective evidence or permit # in Notes section.
- f) Obtain safety work permits, as appropriate. Enter objective evidence or permit # in Notes section.

9.0 Support and Equipment (Checklist Section 9)

- a) Before field mobilization, request and obtain support services (e.g., drill rig or backhoe procurements, fence installments, electrical hook-up installments, sanitation facilities, communication equipment) to allow the supporting organization to schedule the services or equipment. Enter objective evidence in Notes section (e.g., list support services in Notes section if applicable).
- b) Schedule survey teams for on-site activities if applicable. Enter objective evidence in Notes section.
- c) Identify all subcontractors who will perform work on the activity. Enter objective evidence in Notes section (e.g., list subcontractors in Notes section, if applicable).
- d) Verify that all subcontractors, vendors, suppliers, analytical laboratories who will perform work on the activity have implemented an approved quality program equivalent to the ENV-ERS QMP or that they are working under the ENV-ERS QMP or the QPPL approved Subcontractor's quality program. Have the QPPL ensure by email or in writing. Enter objective evidence in the Notes section.
- e) Ensure that the subcontractor, vendor, supplier, and/or analytical laboratory planned for use is verified as approved on the ENV-ECR Qualified Suppliers List (QSL). Subcontractors working under their own quality program shall implement this requirement in accordance with their quality program. Have the QPPL ensure by signing in the completed and verified column. Enter objective evidence in the Notes section.

- f) Obtain the necessary communications equipment (e.g., radio, cell phone) Enter objective evidence in the Notes section.
- g) Obtain the necessary sampling and survey equipment and supplies. Enter objective evidence in the Notes section.
- h) Obtain the necessary H&S equipment and supplies. Enter objective evidence in the Notes section.
- i) Ensure that copies of the correct versions of the applicable working documents (e.g., H&S plan, QPs, SOPs, and their associated forms) are readily available for use. Enter objective evidence in the Notes section.
- j) Schedule QII oversight. Have the Quality Specialist sign in the completed and verified column.

10.0 Sampling and Analysis Plan/Sample Management Office (Checklist Section 10)

- a) Ensure field sampling paperwork has been requested and received by the field team (refer to action step 6.3 for specific readiness planning requirements). Enter objective evidence in the Notes section.
- b) Ensure that the 15-day notification has been sent to NMED. The **PL or designee** shall notify the NMED at least fifteen calendar days before the start of sampling activities. If collection of environmental samples is required, the PL will make notification at least 15 calendar days before the start of sampling activities. If the sampling activities do not happen within 15 days of the Readiness Review Meeting, the activity can be "D" on the Checklist, as long as the PL ensures the period is met prior to sampling. Enter Objective Evidence in the Notes section. Enter objective evidence in the Notes section.

11.0 Laboratory and Site Access (Checklist Section 11)

- a) Identify NES neighboring RDLs and notify each of them of NES activities, (e.g., putting NES activities on their Plan of the Day).
- b) Ensure site control and security is planned and arranged. Enter objective evidence in the Notes section. (e.g., describe the fencing or other means for controlling the site access.)
- c) Before the start of fieldwork, ensure that all field-team members are issued Laboratory identification badges, if applicable.

Note: Since Laboratory identification badges may be issued after the Readiness Planning and Review Meeting, but prior to any fieldwork being performed, the PL may elect to select "D" for deferring the activity and noting that the appropriate badges will be issued for all personnel prior to the start of fieldwork.

Enter objective evidence in the Notes section.

12.0 Notifications (Checklist Section 12)

- a) To document consensus that fieldwork may proceed, notify the following individuals of the location, date, and time of the readiness planning and review meeting. Enter the representative's name in the Notes section for each of the following:
- i Each ENV-ECR worker assigned a preparatory activity
 - ii HSR oversight representative
 - iii EM&R oversight representative
 - iv ENV-ECR Quality Specialist
 - v ENV-ECR QPPL
 - vi Neighboring RDLs
 - vii SMO Lead
 - viii ENV-ECR Group Leader
 - ix ENV-DO RDL
 - x Appropriate DOE Environmental Management representative (**ten days prior to conducting the readiness planning and review meeting**)
 - xi Appropriate DOE/NNSA LASO Facility Representative (**ten days prior to conducting the readiness planning and review meeting**)
 - xii ENV-ECR SWRC Representative
 - xiii ENV-ECR C&O Project Representative
 - xiv Subcontractor Quality Program Representative
 - xv Nuclear Facility Safety Authorization Basis Reviewer (i.e., Safety Basis Reviewer)
 - xvi ENV-ECR Training Specialist
- b) Before the start of fieldwork, the **Communications and Outreach Specialist** shall obtain task activity information from the PL, or designee, and/or the Chairman prior to attending the meeting. The **Communications and Outreach Specialist** shall use this information to inform, as necessary, Los Alamos County, non-DOE property owners, and the public. Enter objective evidence in the Notes section.

13.0 Other (Checklist Section 13)

Use this section to address preparatory activities (e.g., new action items or information from other sections) applicable to unidentified fieldwork on Attachment A (e.g., procedures, other documents, assignments).

14.0 Verification of Closure (Checklist Section 14)

At the completion of the readiness planning and review meeting, the responsible **PL** or **designee**, the assigned **Quality Specialist**, the **SMO**

Lead, the assigned **Training Specialist**, the **SWRC Representative**, the **Safety Basis Reviewer**, and the **Responsible Line Manager** shall attest to the completion of the readiness planning and review process by signing the checklist in accordance with this quality procedure.

Attachment B: Readiness Planning and Review Checklist for a Nuclear Environmental Site (NES) Page 1 of 6

Project Leader: _____ Work Element: _____ Readiness Planning and Review Meeting Date: _____

Project Title: _____

Description of Field Activity: _____

Preparatory Activity Description	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date Closed	Notes / Objective Evidence
1) General					
a) Enter facility hazard categorization in Notes (see Laboratory Implementation Requirement [LIR] 300-00-05)					
b) Enter level of Laboratory Readiness Review in Notes (see LIR 300-00-08)					
c) Activity's scope is defined					
d) Work plan approval obtained from the New Mexico Environment Department (NMED), if applicable					
e) Applicable procedures are correct/approved (List ↓)					
i)					
ii)					
iii)					
iv)					
v)					
vi)					
vii)					
viii)					
ix)					
x)					
xi)					
f) Conduct-of-Ops Followed					
2) Activity Authorization Request					
a) ARC Scoping Meeting performed and Activity Request Form Approved					
b) USQ Process Applicability/Screen Performed					

KEY: Preparatory Activity Description: Entry that identifies the activity. **Activity Applicability (A, D, or n/a):** Entry that verifies whether the activity is applicable or not. Items identified in the checklist as "A" (for "applicable") are to be understood as being required. Any activity not appropriate at this time can be marked D for Deferred. **Deferred (D):** Entry and/or action item that was deferred for completion later. All checklist line items that are not applicable must be addressed by entering n/a. **Activity Assigned to:** Entry that identifies the individual and/or organization responsible for completing and/or ensuring that the activity has been completed. **Completed** (Completion required for some applicable activities): Entry that identifies if the activity has been completed. **Date Closed:** Date the activity was completed or verified completed. Note: Date closed cannot be later than the Readiness Review Meeting. **Notes/Objective Evidence:** Entry that addresses additional information resulting from the readiness planning and review meeting or objective evidence supporting completed activity.

Readiness Planning and Review Checklist for an NES (continued)

page 2 of 6

Project Leader:		Work Element:		Readiness Planning and Review Meeting Date:		
Project Title:						
Description of Field Activity:						
Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date closed	Notes / Objective Evidence	
3) Activity Requirements Determination						
a) Integrated Work Management Document						
b) Start Up Plan New Activities at NES						
c) Unreviewed Safety Question Determination Process Completed for Activities at NES, if required (i.e., activity did not screen out in step 2.b)						
d) Level of Laboratory Readiness Review Defined and Start Up Notification Report submitted and accepted.						
e) Review Facility Tenant Agreement						
f) Prepare Security Plan, if necessary.						
g) Review Facility Safeguards and Security Plan						
h) Activity is scheduled on the Plan of the Week and Plan of the Day.						
4) Environmental and Cultural Protection						
a) Permits and Requirements Identification (PR ID) approved						
b) Categorical exclusion applicable (NEPA)						
c) Storm Water Pollution Prevention Plan (SWPPP)						
d) Natl. Emissions Stds. for Hazardous Air Pollutants (NESHAP)						
e) National Pollutant Discharge Elimination System (NPDES)						
f) Solid Waste Regulatory Compliance (SWRC) review of work documents complete						
5) Health and Safety						
a) HASP requirements addressed in SSHASP						
b) Site-specific health and safety plan (SSHASP) approved						
c) Subcontractor health and safety (H&S) program approved						
d) Medical monitoring established						
e) Integrated Work Document (IWD) developed and or Activity Job Hazards Analysis (AJHA) approved.						
f) Copy of signed IWD, AJHA (if applicable), and SSHASP on ECR Webpage						
g) H&S oversight activity scheduled						

Readiness Planning and Review Checklist for an NES (continued)

page 3 of 6

Project Leader:		Work Element:		Readiness Planning and Review Meeting Date:		
Project Title:						
Description of Field Activity:						
Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date closed	Notes / Objective Evidence	
6) Waste Management						
a) Waste Characterization Strategy Form approved						
b) On-site waste storage area established						
c) Waste management coordinator assigned						
d) Waste generator assigned						
e) Does all waste to be generated have a disposal path? (see LIR 404-00-02.2)						
f) Approval obtained to generate waste with no disposal path						
7) Training						
a) Field team (including QII) is trained as required:						
i) LANL & ERS documents (e.g., LIRs, LIGs, LPRs, and IMPs)						
ii) Site-specific training						
iii) Quality orientation and training (QPs, SOPs, etc.)						
iv) Site-access training						
v) LANL IWM-specific training						
b) Training documents to Records Processing Facility (RPF)						
8) Work Requests and Permits						
a) Fencing						
b) Excavation or fill						
c) Confined spaces						
d) Radiation						
e) Spark-/flame-production						
f) Safety work permits						
QP-5.18, R0					Los Alamos National Laboratory ENV-ECR	

Readiness Planning and Review Checklist for an NES (continued)

page 4 of 6

Project Leader:		Work Element:			Readiness Planning and Review Meeting Date:	
Project Title:						
Description of Field Activity:						
Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date Closed	Notes / Objective Evidence	
9) Support and Equipment						
a) Support services arranged						
b) Schedule survey team						
c) Subcontractors identified						
d) Subcontractors comply with ENV-ECR quality program						
e) Contractor/vendor/supplier/analytical laboratory verified as approved (see ENV-ECR QSL)						
f) Utilities identified and marked						
g) Communications equipment obtained						
h) Sampling and survey equipment and supplies obtained						
i) H&S equipment and supplies obtained						
j) Copies of applicable working documents available at the site						
k) QII oversight activity scheduled						
10) Sampling & Analysis Plan/Sample Management Office						
a) Draft field paperwork requested and received by field team						
b) 15 day notification sent to NMED (may be deferred based on timing of sampling)						
11) Laboratory and Site Access						
a) All neighboring RDLS have been notified						
b) Site control and security planned and arranged						
c) Laboratory badges issued						
QP-5.18, R0				Los Alamos National Laboratory ENV-ECR		

Readiness Planning and Review Checklist for an NES (continued)

Page 5 of 6

Project Leader:		Work Element:		Readiness Planning and Review Meeting Date:	
Project Title:					
Description of Field Activity:					
Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date Closed	Notes / Objective Evidence
12) Notifications					
a) Readiness Planning and Review Meeting notification					
i) ENV-ECR workers assigned prep. activities					
ii) Health, Safety, and Radiation Protection (HSR) oversight representative					
iii) EM&R oversight representative					
iv) ENV-ECR Quality Specialist					
v) ENV-ECR QPPL					
vi) Neighboring RDLs					
vii) Sample Management Office (SMO) Lead					
viii) ENV-ECR Group Leader					
ix) ENV-DO Responsible Division Leader					
x) DOE/NNSA LASO EM Representative					
xi) DOE/NNSA LASO Facility Representative					
xii) SWRC representative					
xiii) ENV-ECR C&O project representative					
xiv) Subcontractor Quality Program representative					
xv) Nuclear Facility Safety Basis reviewer					
xvi) ENV-ECR training specialist					
13) Other (list below):					
QP-5.18, R0					Los Alamos National Laboratory ENV-ECR

Readiness Planning and Review Checklist for an NES (continued)		Page 5 of 6
Project Leader:	Work Element:	Readiness Planning and Review Meeting Date:
Project Title:		
Description of Field Activity:		
14) Verification of Closure I verify that all preparatory activities necessary for initiating this fieldwork are closed.		
Responsible Line Manager_	(Print name, then sign)	(Date)
Project Leader, designee or Chairman	(Print name, then sign)	(Date)
Quality Specialist	(Print name, then sign)	(Date)
Sample Management Office Lead	(Print name, then sign)	(Date)
Training Specialist	(Print name, then sign)	(Date)
SWRC Representative	(Print name, then sign)	(Date)
Safety Basis Reviewer	(Print name, then sign)	(Date)
QP-5.18, R0		Los Alamos National Laboratory ENV-ECR

Attachment C

Readiness Planning and Review Meeting Attendance List

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